

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A special meeting of the Brown County Library Board was held on **March 25, 2019 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:** MARISSA MELI and KATHY PLETCHER

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, and Emily Rogers (staff).

**CALL TO ORDER** President Van Dyck called the meeting to order at 6:00 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** **Motion** by Vander Leest, seconded by Running, to approve the agenda and minutes. **Motion carried.**

**APPROVE 2019 PROJECTS FUNDED BY 2018 FUND BALANCE CARRYOVER** Chosa explained the 50 % of saving was from earnings and fringe and explained the proposed carryovers totaling \$85,174. The remaining fund balance after carryover is \$800,919 for which a portion will be spent in the amount outlined in the budget adjustment. **Motion** by Vander Leest, seconded by Aubinger, to approve the projects funded by the 2018 fund balance carryover. Van Dyck sees carryover as money not spent in previous year and questioned Supplies and wondered if it should be put into fund balance and then, if needed, a budget adjustment be made further down the road. **Motion carried.**

**APPROVE BUDGET ADJUSTMENT NOTICE – REALLOCATE FUNDS FROM 2019 FUND BALANCE TO OUTLAY-EQUIPMENT FOR THE PURCHASE OF EQUIPMENT THAT IS FAILING, INCOMPATIBLE WITH A WINDOWS 10 UPGRADE, OR PROVIDES EFFICIENCY AND SAFETY IN THE LIBRARY'S GROUNDS MAINTENANCE.** **Motion** by Vander Leest, seconded by Jacobson, to approve the Budget Adjustment Notice to purchase an air-cooled chiller at Weyers-Hilliard; a replacement cargo van; direct digital controller; five replacement self-checks; excluding the Kubota Tractor with front snow blower. Net fiscal impact is \$179,006. **Motion carried.** The Board asked that specs and efficiencies on the tractor with front snow blower be presented at the April meeting.

**APPROVE FOOD FOR FINES APRIL 29-MAY 5, 2019** Sugden explained the purpose behind the program suggested from public service librarians. It allows patrons to pay down their fines and help food pantries at the same time. This type of program may bring people back who are staying away. There is criteria for what is accepted and a limit on what they can pay. Vander Leest asked what an average weekly collection of fines. Jacobson suggested expanding the collection to include hygiene items. **Motion** by Running, seconded by Vander Leest, to approve the Food for Fines amnesty program, April 29-May 5, 2019 for the elimination/reduction of overdue fines. **Motion carried.** Vander Leest suggested looking into SDC, the collection agency that many government departments are using.

**APPROVE CLASSIFICATION AND COMPENSATION PLAN** The County hired an outside company (Pay Scale) to conduct the class and comp study. County Admin worked with the library for better comparables. The adjustment policy increases 43 staff to minimum compensation rate. **Motion** by Vander Leest, seconded by Running, to approve the Classification and Compensation plan. **Motion carried.**

**APPROVE CLASSIFICATION AND COMPENSATION POSITION REVIEW** **Motion** by Jacobson, seconded by Vander Leest, to approve the Classification and Compensation Position Review, moving Administrative, Library Service, and Technical Services Clerks from Grade B2 to Grade C. **Motion carried.**

### **APPROVE REVISED JOB DESCRIPTIONS**

**LOCAL HISTORY LIBRARIAN** **Motion** by Vander Leest, seconded by Aubinger, to approve the Local History, Librarian, and Teen Services Librarian job descriptions and to adjust the physical demands language in previously approved job descriptions. **Motion carried.**

**APPROVE OUT OF STATE TRAVEL – CHICAGO COMIC & ENTERTAINMENT EXPO** **Motion** by Vander Leest, seconded by Running, to approve the out of state travel of three library staff. **Motion carried.** The Board would like a report of the conference from the attendees.

**OTHER BUSINESS** Terrien mentioned that reference materials need updating. He recently asked for certain items that the library does not own and he was referred to NWTC. Examples of various trade books included International (building) Code Commentaries and HVAC Manuals J and S. Since UWGB and NWTC has a focus on engineering, it would be helpful to find out what they offer and work together. It was also suggested that the library assess purchasing a trade collection.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** It was suggested to review the day and time of meeting. Motion by Vander Leest, seconded by Rodriguez, to reschedule the April meeting to Monday, April 29. **Motion carried.** It will be held at either Weyers-Hilliard or the Kress Family Branch.

**ADJOURNMENT** **Motion** by Vander Leest, seconded by Terrien, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:05 pm.

**NEXT REGULAR MEETING:**

**April 29, 2019**

**5:15 p.m.**

**Weyers-Hilliard Branch Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary